



RENTAL CONTRACT

Rentals are made on a first come – first served basis.
 A rental is not secured until the rental contract has been signed and the deposit is paid.

Name _____ Phone _____

Email Address _____

Rental Date _____ Purpose _____

Estimated # of Guests _____ Start Time (doors unlocked) _____ End Time (doors locked) _____

All events must end by 11 PM

Set Up Date _____ Set Up Start Time _____ Set Up End Time _____

Staff/Security Required for Rental:

___ Point Person \$15/hour for setup and run of event # hours _____ x \$15 _____

___ Security Officer* (1/100 guests) **Required if alcohol is served* # hours _____ x \$30 _____

___ Auditorium Technician (Time needed: _____) Flat Fee \$75 _____

(A) TOTAL STAFF FEES \$ _____

Facilities: Amount allows for a 10 hour rental

- Ballroom/Solarium/Kitchen \$650
- League Room \$100
- Media Room \$100
- Kitchen \$200
- Vereen Gallery (if available) \$300

- Sculpture Garden \$300
- McCall Gallery \$200
- Board Room \$100
- NEW! Dance Studio \$100
- Stage/Auditorium (272) \$100/hour*

**\$400 max daily*

(B) TOTAL FACILITIES \$ _____

Equipment: (# Available)

_____ (25) Round Tables (seat 8) x \$10 each = _____

_____ (240) Chairs x \$1 each = _____

_____ (22) Buffet Tables x \$6 each = _____

_____ (5) Bistro Tables x \$5 each = _____

_____ (2) Portable Bar x \$50 each = _____

_____ Sound/Mic \$50

_____ Portable Stage \$200

(C) TOTAL EQUIPMENT \$ _____

(D) REFUNDABLE SECURITY DEPOSIT \$ 200

TOTAL RENTAL FEES (A-D) \$ _____

BALANCE DUE BY _____

NON-REFUNDABLE DEPOSIT \$ _____

20% of room(s) being rented

PAYMENT	DATE	BALANCE DUE	STAFF INITIALS
Non-Refundable Deposit + \$200 Security Deposit			

The rental balance must be paid in full before any set-up may begin. Non-payment of the rental fee will void this agreement

Renter shall indemnify, defend and hold harmless the Colquitt County Arts Center, and CCAC members, agents, contractors, employees and mortgagees, from and against (i) any and all liability, penalties, losses, damages, costs and expenses, demands, causes of action, claims or judgments arising from any injury to any person or persons (including death) or any damage to any property as a result of the Event or any activities or actions of any persons in connection with the Event, and (ii) all legal fees, expert fees or other professional fees and court charges incurred in connection with any of such matters and the defense of any action arising out of the same. Prior to the Event, Renter shall furnish to CCAC evidence satisfactory to CCAC that Renter's liability insurance, including liquor liability insurance shall cover CCAC and Renter with respect to the risks set forth in this paragraph.

Signature of Renter

Signature of Arts Center Representative

Date

Date

Ask about Linen/Dinnerware Rentals available through separate contracts

<i>FOR OFFICE USE ONLY</i>		
	<i>NAME</i>	<i>PAID</i>
Point Person		
Security Officer #1		
Security Officer #2		
Security Deposit Refund		
Reason(s) for why Security Deposit was not refunded		

POLICIES & PROCEDURES

Point Person

- *The Arts Center hires a Point Person for any time after normal business hours to unlock the Arts Center, be present during the entire event (including set-up and break-down), and to lock up afterwards.*
- *The Point Person is not available to set-up or clean up as part of this contract.*
- *The Renter must specify opening and closing times other than office hours and will be met by the Point Person at the agreed upon times for this purpose. It is recommended that the Renter coordinate with the florist, caterer, etc. to accommodate the office business hours.*

Security Officers/Alcohol

- *The Arts Center will charge a security fee for all rentals where alcohol is provided which will cover the cost of a professional security guard during the event.*
- *If tickets are sold for the Renter's event and the Renter provides alcohol, the Renter is responsible for the local and state license.*

Building/Grounds

- *The building and grounds must be left in the same order in which they were found including disposing of all trash into the dumpster and removing any and all food/beverages.*
- *All functions are to end at the contractually agreed upon time. The Arts Center reserves the right to insist that the Renter, guests, caterers, or other persons affiliated with the rental leave the Arts Center at the contractually agreed upon time.*
- *A \$100/half-hour fee will be taken from the Security Deposit if these times are not adhered to.*
- *According to Georgia law, rice throwing is prohibited because of its potential damage to birds.*

Damage/Loss

- *Renter must not remove, adjust, or otherwise disturb the works of art on display.*
- *Renter is fully responsible for any damage or loss to the building (including the floors and walls), its grounds, or art works at any cost above the Security Deposit.*
- *Renter must immediately notify the assigned Point Person of damage or loss.*
- *Renter will refrain from using any of the following: open flame or smoke making devices (including pyrotechnics), command strips, hooks, tape, or any other hanging device.*

Security Deposit

- *A Security Deposit of \$200 is required to hold the rental date & will be refunded 2-3 business days after the event upon the satisfactory inspection of the facility by the Director. Any fees (damage, loss, ect) will be subtracted from the security deposit and the remainder will be returned.*
- *If the fire or police department are called to the event because of a disturbance or false alarm, a \$125 fee will be deducted from the Security Deposit.*
- *Tampering with the electrics or plumbing or any structural part of the Arts Center will result in forfeiture of the entire Security Deposit.*

Other Need to Know

- *The day before and after the event will be left open for others to rent unless otherwise worked out with the Arts Center prior to the event.*
- *Any item left 1 week after the contracted event will become the property of the Arts Center.*
- *Should the renter need to cancel the event, the nonrefundable deposit can be applied to another rental within one year from the initial rental date.*
- *The Renter may use only the space contracted for rental.*
- *Acts of nature, mechanical failure, or electrical failure shall not constitute a refundable event.*

****FOR EMERGENCY USE ONLY****

***If the Instructor/Technician has not shown up at the contracted time,
please call (229) 985-1922 and press 4 for "Rental Emergency"***